



Montana  
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Denise Juneau, State Superintendent

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July 2013

To: School Food Authority Administrators

From: Christine Emerson, Director  
School Nutrition Programs

Re: Administrative Update Provision 2 2013-14



Welcome back to school! The first step to participating in OPI School Nutrition Programs during SY 2013-14 is to update your Sponsor and Site Information Sheets at <https://apps2.opi.mt.gov/cnp/Login.asp>. Please update this information as soon as possible; no later than **September 30, 2013**. Here are some tips for navigating in the system:

*Once you log in, click on Program Year 2014. Much of the information is carried over from the previous school year. Please take time to ensure that all information included on the Sponsor and Site Information Sheets is correct, including contact names and phone numbers.*

*Items to Note on the Site Information Sheets:*

- *Lines 45-50 that include the second preceding year and preceding year data will be automatically filled in.*
- *Lines 51-53 do not need to be updated. The free and reduced-price eligibility information will be updated when you submit your October claim for reimbursement.*
- *Line 115-116 Menu Planning - by submitting the form, you are attesting that the school will continue to follow the new meal pattern requirements.*

Included with this memo you will find a food allergy book. This new resource can help you prepare for students with food allergies. Additional resources about working with children with special dietary needs can be found on the OPI, School Nutrition Programs website (from the menu click Forms & Guidelines then Civil Rights and Special Needs).

Call our office at (406) 444-2501 with questions. Have a wonderful school year!